



Michigan
Office of the Auditor General
REPORT SUMMARY

Performance Audit

Lansing Community College

Report Number:
032-0617-07

Released:
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Lansing Community College is a public, two-year institution of higher education offering academic, vocational-technical, and continuing education programs. The College was established in 1957 as an added service of the Lansing School District and became a separate institution by vote of the electorate in 1964. The College district is composed of the region that lies within a 30-mile radius of the City of Lansing.

Audit Objective:

To assess the effectiveness of the College's controls over purchasing cards and reimbursable purchases to safeguard assets and to minimize purchasing costs.

Audit Conclusion:

We concluded that the College's controls over purchasing cards and reimbursable purchases were moderately effective in safeguarding assets and minimizing purchasing costs. We noted three reportable conditions (Findings 1 through 3).

Reportable Conditions:

The College had not established adequate controls over purchases of meals and discretionary items (Finding 1).

The College needs to strengthen its controls over employee travel expenses (Finding 2).

The College's electronic employee expense reporting system did not identify who approved employee expense reports or record the approval dates (Finding 3).

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Audit Objective:

To assess the effectiveness of the College's process for administering contracts.

Audit Conclusion:

We concluded that the College's process for administering contracts was moderately effective. We noted one reportable condition (Finding 4).

Reportable Condition:

The College had not established contract documents and did not document its process for acquiring professional services (Finding 4).

Noteworthy Accomplishments:

The College's Purchasing Department was the recipient of the National Purchasing Institute's Achievement of Excellence in Procurement award for 2003, 2004, 2005, and 2006.

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Audit Objective:

To assess the effectiveness of the College's efforts to establish and comply with policies and procedures for hiring, promoting, and compensating personnel.

Audit Conclusion:

We concluded that the College's efforts were effective in establishing and complying with policies and procedures for hiring, promoting, and compensating personnel. However, we noted one reportable condition (Finding 5).

Reportable Condition:

The College had not established controls to ensure that employee time sheets are properly approved (Finding 5).

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Agency Response:

Our audit report includes 5 findings and 5 corresponding recommendations. The College's preliminary response indicates that it agrees with 4 recommendations and partially agrees with 1 recommendation.

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A copy of the full report can be
obtained by calling 517.334.8050
or by visiting our Web site at:
<http://audgen.michigan.gov>



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